

## **General Contract Information**

### **Paragraph 1.1: Terms and Acronyms**

Explanation and definitions of terms and acronyms found in this document may be found in the document titled Contract Terms and Acronyms, included as Appendix A to this document. This document will be maintained and updated as necessary by the Contracting Officer's Representative (COR) following award.

### **Paragraph 1.2: Scope of Work**

The contractor shall provide instructors and other personnel to augment an existing Air Traffic Division (AMA-500) staff in the completion of its tasked activities, assisting in the performance of work more specifically defined in other sections of this document. The contractor will also provide on-site personnel needed to effectively manage and supervise the contract staff provided; however, beyond those positions specifically identified as FAA requirements in this document, any such clerical, administrative, supervisory, or managerial positions proposed at direct cost to this contract shall be subject to negotiation.

### **Paragraph 1.3: Support Requirements in This Document**

The support projections reflected in the document titled "ATISS Contract Support Projections, 2006 – 2007," included as Appendix B to this document, represent the FAA's projection, as of the date of this document, of contract support requirements from August 1, 2006, to January 31, 2007. The projection is based on assumptions of a buildup to a fully populated Initial Qualifications workload and a gradually increasing Advanced Training workload over the course of the contract, relatively stable revision and development workload, and normal FAA attrition. As one or more of these assumptions may prove unfounded, the FAA shall not be bound by, nor does it assume any obligation based on, these projections, as they are solely intended for use during this solicitation and will be revised as necessary following award.

### **Paragraph 1.4: Performance Period Support Requirements**

Projected support requirements for each active task will be reflected in one or more Task Description Sheets (TSD), prepared each performance period by the COR in concert with AMA-500 management. Each TDS will reflect support requirements for a single task, subtask, or special project. Each TDS is subject to revision as needed to update projected requirements. Only the most recent TDS for each task, subtask, and special project shall be considered to accurately depict support requirements for that period.

### **Paragraph 1.5: Funding Considerations – OPS Funds**

This contract is funded almost entirely through the use of appropriated operations (OPS) funds. Generally, the exact amount of such funds that will be available for a performance period will not be determined until after the period has begun. As a consequence, support requirements for that period shall be initially identified as being subject to the availability of funds. Once funding has been determined, requirements will be adjusted if necessary to ensure identified support can be accommodated within the appropriated funds.

### **Paragraph 1.6: Funding Considerations – F&E Funds**

While the majority of the funds supporting this contract are OPS funds as indicated above, certain tasks or projects under this contract may be funded with appropriate "facilities and equipment"

(F&E) funds. In the event F&E funds are applied to this contract, the contractor will be notified of any applicable restrictions. Invoices should provide sufficient detail to ensure F&E funds can be tracked to the specific task or project they are intended to support if they are ever applied. Historically, this has been accomplished by invoicing F&E-supported tasks or projects within monthly invoices by task with specific notation included to identify F&E support provided, but the contractor is free to propose an alternative approach as long as the funds can be adequately tracked.

**Paragraph 1.7: Dedicated Contract Support**

Contract personnel whose labor is directly charged to this contract, regardless of position, shall be dedicated to providing full-time support under this contract for all hours so directly charged, unless authorized in writing by the CO or COR. Requests for authorization for such non-dedicated utilization must be submitted in writing, will be considered on a case-by-case basis, and shall be subject to negotiation. Further, no precedent shall be established by any such authorization, and each request shall be considered separate and distinct from any other request submitted. If the contractor should propose shared positions, the burden for additional training costs or any additional expenses of the shared support shall be the responsibility of the contractor. AMA-500 assumes that all positions whether full-time or part-time in nature shall consist of one person.

**Paragraph 1.8: Tasks and Subtasks**

The tasks identified for the purpose of this solicitation have been defined to allow the alignment of contract personnel in a manner consistent with the current AMA-500 organizational structure. This represents the most likely distribution of support requirements within the overall scope of the contract as of the date of this document; however, as workload elements are subject to change, AMA-500 may require new tasks and/or subtasks or modifications to existing tasks within the overall scope of the contract subsequent to contract award.

**Paragraph 1.9: Task and Subtask Descriptions**

A list of all tasks and subtasks identified for the purpose of this solicitation, along with their descriptions, can be found in a document titled Contract Task Descriptions (CTD), included as Appendix C to this document. This appendix will be maintained by the COR as a separate document following contract award and will serve as the definitive source for information about currently active tasks during the life of the contract. The FAA reserves the right within the overall scope of the contract to add, modify, and/or delete tasks in the CTD document as necessary.

**Paragraph 1.10: Supervision of Contractor Employees**

With the exception of those activities specifically outlined in this document, which have been designed so as not to infringe upon the contractor's supervisory responsibilities and authority, FAA personnel will in no way be involved directly in the process of hiring, selecting/non-selecting, work assignments, work-related awards or discipline, approving work schedules/absences, labor-management issues, career planning, or compensation for any individual working under or with potential to work under this contract. Any suspected or actual incident of FAA personnel involvement in these processes must be reported to the CO or the COR.

## **Time and Location of Work**

### **Paragraph 2.1: Location of Work**

All work performed under this contract shall be performed at the following location, unless directed in writing by the CO or COR:

**Mike Monroney Aeronautical Center (MMAC)  
FAA Academy  
6500 South MacArthur Blvd.  
Oklahoma City, Oklahoma 73169**

### **Paragraph 2.2: Normal Hours of Operation**

While normal operations will generally occur between the hours of 6:00 a.m. and 6:00 p.m., separate specific work shifts are defined for each task. These work shifts shall be included as part of each task's description and are subject to change based on the FAA's operational needs.

### **Paragraph 2.3: Evening Shift Activity**

Some tasks may require evening shift contract support between the hours of 6:00 p.m. and 6:00 a.m. This activity may be periodic or steady based on the needs of the FAA. In those cases, the estimated amount of activity occurring during these hours will be included in the description of the task. Other than those specific requirements identified by the FAA, no evening shift activity will be permitted without prior authorization from the CO or COR.

### **Paragraph 2.4: Saturday and Sunday Activity**

No Saturday or Sunday activity is anticipated under this contract. In the event such activity is required, the CO or COR will notify the contractor and will provide as much advance notice of the requirement as possible. Other than those specific requirements identified by the FAA, neither Saturday nor Sunday activity will be permitted without prior authorization from the CO or COR.

### **Paragraph 2.5: Overtime**

With the exception of Pseudo Pilot support as stated in Paragraph 2.6, no overtime activity is anticipated under this contract. In the event such activity is required by the FAA, the CO or COR will notify the contractor and will provide as much advance notice of the requirement as possible. Absent such notification, overtime activity will not be permitted without the express written approval of the CO or COR. Further, this provision shall apply regardless of the methods proposed by the contractor for compensating employees involved in such activity.

### **Paragraph 2.6: Pseudo Pilot Overtime**

Due to the irregular nature of the requirements for Pseudo-Pilot support, it is generally unfeasible to utilize full-time employees in these support positions. Further, utilizing a limited amount of overtime has proved cost effective when the number of Pseudo-Pilots required for coverage of peak daily support requirements exceeds their total number. This can be accomplished because days with peak pilot support requirements normally involve support on both the day and evening shifts. Planned use of overtime will be an ongoing discussion between the contractor and the COR, and the COR will approve or disapprove planned overtime based on the total number of Pseudo-Pilots available versus the known support requirements. In no case will overtime be permitted without prior written approval of the CO or COR.

**Paragraph 2.7: Observance of Holidays**

No activity is anticipated under this contract on holidays recognized by the FAA. In the event such activity is required, the contractor will be notified by the CO or COR and will be provided as much advance notice of the requirement as possible. Absent such requirements, holiday activities will not be permitted without prior authorization from the CO or COR.

**Paragraph 2.8: Designated U.S. Federal Holidays**

The COR's Contract Guide, included as Appendix D to this document, contains a list of the designated U.S. Federal holidays as of the date of this document. Additionally, other days may be proclaimed as a "holiday" by Federal statute, executive order, or Presidential proclamation; and these days shall be considered equivalent to the ten that have been officially designated. No other holidays shall be recognized under this contract, except in those cases where an employee is working under this contract in a foreign country. In these rare cases, the holidays of the host country will be observed.

The following is a list of the ten designated U.S. Federal holidays as of the date of this document:

- |      |                        |                             |
|------|------------------------|-----------------------------|
| (1)  | New Year's Day         | January 1                   |
| (2)  | Martin Luther King Day | third Monday in January     |
| (3)  | President's Day        | third Monday in February    |
| (4)  | Memorial Day           | last Monday in May          |
| (5)  | Independence Day       | July 4                      |
| (6)  | Labor Day              | first Monday in September   |
| (7)  | Columbus Day           | second Monday in October    |
| (8)  | Veteran's Day          | November 11                 |
| (9)  | Thanksgiving Day       | fourth Thursday in November |
| (10) | Christmas Day          | December 25                 |

NOTE: Inauguration Day is defined as January 20 of each fourth year after 1965, except when January 20 of any fourth year after 1965 falls on Sunday, in which case the next succeeding day selected for the public observance of the inauguration of the president is a legal public holiday. This holiday is only applicable, however, to individuals employed in the District of Columbia; Montgomery and Prince George's counties in Maryland; Arlington and Fairfax counties, and the cities of Alexandria and Falls Church in Virginia. As support under this contract will be provided almost exclusively outside of these designated areas, Inauguration Day shall not normally be applicable to personnel under this contract. However, should any contract personnel, as a result of their assigned duties under this contract, be in a work status in the locations specifically mentioned above on Inauguration Day, then that day shall be considered a designated holiday, but only for those specific individuals.

**Paragraph 2.9: Aeronautical Center Closure/Early Dismissal**

Adverse weather conditions or other emergencies may require the closure of the MMAC or early dismissal of MMAC personnel. In most cases, no activity is expected under this contract during periods of MMAC closure and/or early dismissal, nor will any such activity be permitted during these periods without prior authorization from the CO or COR. Announcements of early dismissal will be provided to the contractor by the CO or the COR or, in their absence, by appropriate AMA-500 management.

**Paragraph 2.10: Notification of Center Closure/Early Dismissal**

The FAA will provide the contractor with notice of MMAC closures through the use of public broadcast announcements on local television and radio stations, as well as through the MMAC website at <http://www.mmac.faa.gov/>. Announcements of early dismissal will be provided to the contractor by the CO or COR or, in their absence, by appropriate AMA-500 management.

**Paragraph 2.11: Guaranteed Work/Excused Absence**

This document does not establish any specific minimum quantity of work, either as an aggregate figure or on a per-employee basis, beyond that required by law or proposed by the contractor, on any day affected by either the closure of MMAC or early dismissal of MMAC personnel. Neither does it establish any specific provision for granting excused absences or any type of reimbursable leave for these days. The contractor may propose such work minimums and/or employee benefits but shall demonstrate the benefits to the FAA of any such minimums so proposed.

**Travel****Paragraph 3.1: Travel**

Support under this contract may require contract personnel to travel as part of their normal assigned duties. Such travel will normally be restricted to, but need not be limited to, the territories and possessions of the United States. Any such travel in connection with performance of tasked activities requires pre-trip travel approval by the CO or COR.

**Paragraph 3.2: Travel Reimbursement Guidelines**

Travel will be handled and reimbursed in accordance with Contract Clause H.9, REIMBURSEMENT OF TRAVEL COSTS (DEC 2003) ALT I, CLA.4561. This clause governs the payment of travel expenses as a direct contract cost, as differentiated from indirect cost or company travel that would be governed by the Contractor's internal travel policies. The FAA will reimburse the contractor for travel costs as specified in this clause that are required, approved, and incurred by contractor personnel traveling outside the commuting range of their assigned work location in performance of this contract.

**Paragraph 3.3: Local Travel Cost Reimbursement**

The contractor shall not be entitled to reimbursement for any costs associated with local administrative travel.

**Paragraph 3.4: Non-Local Travel Cost Reimbursement**

The FAA will directly reimburse the contractor for non-local travel that has been approved in accordance with AMA-500's established procedures. All travel must be pre-approved by the CO or COR in accordance with the contract clause. Reimbursement will be accomplished through normal invoicing.

**Paragraph 3.5: Travel Benefits**

The Government retains its rights and privileges to any benefits received by contract personnel while on approved reimbursable travel under the provisions of this contract. These rights and privileges cannot be involuntarily surrendered, transferred, forfeited, or ceded; and such forfeiture can only be accomplished by the CO or COR and must be in writing.

**Paragraph 3.6: Relocation Expenses**

This document does not require, nor is intended to encourage, contractors to include provisions for reimbursing any of their employees for expenses incurred, in whole or in part, as a result of any relocation in connection with their efforts under this contract. This applies equally to relocations to the MMAC area to provide support under this contract, as well as to relocations from the MMAC area at the completion of duties under the contract. Should a contractor elect to include such a provision in their proposal, it shall be subject to negotiation and must be specifically approved by the CO in writing before it may be implemented. No such proposal will be entertained unless it includes provisions establishing criteria (e.g., minimum length of appointment, maximum reimbursable amount, or FAA certification) to qualify for such reimbursement and for the return of monies charged to the Government in cases where such criteria are not satisfied. If relocation reimbursement is approved, these costs shall not be burdened by any profit or award fee.

**Paragraph 3.7: Advance Payments**

The FAA shall not allow or authorize any advance payments for activities under this contract.

**Government Property Rights****Paragraph 4.1: FAA Proprietary Rights**

The FAA acquires title to all products, product rights, and associated privileges resulting from performance under this contract. This right is not dependent upon the completion of the product, the formal or written acceptance of the product, or receipt of payment for the services from which the product results.

**Paragraph 4.2: Forfeiture of Rights**

The rights and privileges described in the preceding paragraph cannot be involuntarily surrendered, transferred, forfeited, or ceded. Any such forfeiture can only be accomplished by the CO and must be in writing. Further, no precedent shall be established by any such forfeiture, and each request shall be considered separate and distinct from all other requests.

**Paragraph 4.3: Use/Dissemination of Government Property**

The contractor shall not use or disseminate any item of Government property for any purpose other than those specifically outlined in this document, the contract, and other related contract documents unless specifically authorized in writing by the CO or COR. The contractor shall not move or relocate any Government property without the written consent of the CO or COR. This prohibition includes, but is not limited to, the use and movement of FAA equipment for work not directly in support of this contract, and the use, movement, and/or dissemination of any FAA training materials, including materials developed under this contract.

**Paragraph 4.4: Removing Government Property from MMAC**

The contractor shall not remove nor permit its employees to remove Government property from the MMAC for any purpose other than those specifically outlined in this document, the contract, and other related contract documents unless specifically authorized in writing by the CO or COR. This prohibition applies to property furnished to the contractor by the FAA, property acquired by the contractor using contract funds, and property produced through performance under this contract. Further, this prohibition covers both the physical removal and the electronic

transmission of property and applies equally to both original items and all reproductions of those items, regardless of the reproduction format.

### **Government Furnished Items**

#### **Paragraph 5.1: Facilities and Utilities**

AMA-500 shall provide space and facilities plus associated utilities and housekeeping for contract personnel, which may consist of shared locations due to space constraints of the MMAC, to perform the work defined in this document. Facilities provided are to be used exclusively in support of this contract. The contractor shall not move or make any alterations to Government-furnished space or facilities except as approved in writing by the CO or COR. When the contractor vacates Government space, the contractor shall restore such space and facilities to original condition, considering any approved alterations plus normal wear and tear, at no direct cost to this contract, unless this requirement is waived in writing by the CO or COR.

#### **Paragraph 5.2: FAA Access to Provided Space**

The contractor is hereby advised that a limited number of FAA personnel will have unrestricted access to space provided for the contractor's use in accordance with the provisions of the preceding paragraph. As a result of MMAC policies regarding the utilization and distribution of Government keys, certain FAA employees will possess master, submaster, or sub-submaster keys which will open all doors utilizing a key number within their allocated group(s) or sub-group(s). Sensitive personnel information, proprietary data, and any other sensitive data that the contractor wishes to retain in the space provided should be secured in locking files or storage cabinets:

#### **Paragraph 5.3: Conservation of Utilities**

The contractor shall ensure all contract employees are aware of acceptable utility conservation practices and shall be responsible for operating so as to minimize the waste of utilities.

#### **Paragraph 5.4: Government Furnished Property**

None of the items described in the paragraphs following shall be considered Government-furnished property for which the contractor will be required to provide property management systems or procedures. Rather, these items will be "shared access" items, provided for the contract employees' use in tasked activities, but which will also be available for use by FAA personnel as needed. The FAA retains full control of and property management responsibility for all items provided, as well as sole discretion in the placement and/or movement of all property provided to the contractor. No removal, relocation, or reassignment of "shared access" property will be accomplished by the contractor without prior approval of the CO or COR.

#### **Paragraph 5.5: Office Furniture**

With the exception of contract management and administrative personnel under Task 1 located in the contract management team's main office, AMA-500 shall provide workstations, desks, chairs, filing cabinets, and other office furnishings for contract employees, which may be shared due to space constraints of the MMAC, to perform the work defined in this document. The contractor shall provide all furniture for Task 1 that will be located in the contract management office. The contractor shall provide dimensions of furniture and equipment for Task 1 so the Architectural and Engineering Division (AMP-400) can prepare space layout drawings. The contractor shall abide by all official AMP space layout drawings and shall not move or add furniture and equipment,

whether Government-furnished or contractor-furnished, without written approval from the CO or COR.

**Paragraph 5.6: Supplies**

Except for Government forms not available on the FAA Electronic Document System (FEDS), the contractor shall provide all supplies used in Task 1. Except for such company-specific supplies and materials as may be required by the contractor, such as pre-printed stationery and those supplies which are required by the contractor based on such factors as brand preference, the FAA will maintain and distribute all supplies and material typically required in the course of normal performance of all tasks except Task 1, subject to availability. In the event supplies are not available, the contractor may request the FAA purchase additional supplies from commercial sources, but the FAA reserves the right to disapprove the request. The contractor may elect to provide supplies not available through the AMA-500 supply room and which the FAA declines to purchase; however, no direct charge to this contract shall result unless the charge is expressly approved by the COR in writing prior to incursion of the cost.

**Paragraph 5.7: Computer Hardware and Software**

The contractor shall obtain and maintain all computer hardware and software to be used in Task 1. The FAA will maintain and distribute all computer equipment and software typically required in the course of normal performance of all other tasks under this contract. AMA-500 management will determine the distribution of Government-furnished computer equipment and software to contract personnel, subject to availability and based on AMA-500's workload priorities. Contract personnel shall not install, uninstall, move, or make modifications to any Government-furnished hardware or software without prior approval from the COR. The COR shall be responsible for obtaining the clearances necessary through AMA-500 management and other FAA offices.

**Paragraph 5.8: Exclusion from Government-Furnished Computer Hardware and Software**

AMA-500 has determined the exclusion of Task 1 management and administrative personnel in consideration of two factors. First, AMA-500 must retain full control over the distribution of all hardware and software to ensure these resources are placed to maximum effectiveness. Second, management and administrative personnel in Task 1 will require storage within their systems of potentially proprietary information, personnel information, and other sensitive information. Since FAA personnel would neither require nor should they be given access to such information, providing hardware and software to those contract personnel creates unneeded risks for both the FAA and the contractor.

**Paragraph 5.9: FAA Computer Network**

The FAA maintains a computer network connecting the buildings of the MMAC. AMA-500 will provide contract personnel with access to the FAA's computer network in their normal work area. Contract personnel shall not connect any computer equipment to the FAA network without prior authorization from the COR. The COR shall be responsible for obtaining the clearances necessary through the AMA-500 management and other FAA organizations.

**Paragraph 5.10: Misuse of FAA Computer Network**

Misuse of FAA-provided computer equipment and/or the network by contract personnel will not be tolerated and will result in a determination by the COR as to appropriate corrective action for each infraction. Depending upon the nature and severity of the infraction, corrective actions can range from loss of privileges (e.g., loss of access to the Internet) to removal from support under this



contract. Further, these determinations are not subject to appeal. These provisions do not preclude the imposition of any applicable civil or criminal penalty resultant from an infraction.

### **Contractor Furnished Items**

#### **Paragraph 6.1: Contractor-Furnished Furniture**

The contractor shall be responsible for providing, without direct cost to this contract, any furniture it requires for the management and administrative staff under Task 1 in the contract management office. The MMAC Space Manager shall determine layouts for contractor-furnished furniture. The layouts shall not be modified by the contractor without written approval of the COR.

#### **Paragraph 6.2: Contractor-Furnished Equipment**

The contractor shall be responsible for providing, without direct cost to this contract, any equipment and supplies associated with the use of said equipment that it requires for the management and administrative staff under Task 1. Examples include, but are not limited to, computers, printers and other computer peripherals, office equipment (fax machine, copier, etc.), and items of personal convenience (coffee maker, microwave oven, etc.).

#### **Paragraph 6.3: Contractor-Furnished Computer Equipment**

All computer hardware and software provided by the contractor, if intended to be connected to the FAA computer network, shall comply with minimum specifications reflected in the COR's Contract Guide as of the date of its connection. Further, this equipment shall either be updated as needed to maintain compliance with subsequent specifications and remain compatible with other FAA offices, or be disconnected from the network, as directed by the CO or COR.

#### **Paragraph 6.4: Contractor-Furnished Supplies**

The contractor shall be responsible for providing, without direct cost to this contract, all supplies required by Task 1 and any supplies it requires due to preference for all other tasks as stated in Paragraph 5.6. Examples of the above include, but are not limited to, company-specific supplies (e.g., letterhead and pre-printed stationery), brand-name supply items; printer, copier, and fax machine toner cartridges; and paper, pens, pencils, staplers, etc.

#### **Paragraph 6.5: Suitability/Safety of Contractor-Furnished Items**

The FAA reserves the right to determine the suitability and safety of any furniture, equipment, or supplies provided by the contractor. Suitability, as applied to computer equipment and software, shall also mean full compatibility with existing FAA network equipment and software and full compliance with any FAA network specifications, Americans with Disabilities Act requirements, safety requirements, or any other order or regulation followed by FAA offices pertaining to such items. Items deemed unsuitable or unsafe shall be removed from the MMAC or moved to a suitable location as directed by the CO or COR at no direct cost to this contract.

#### **Paragraph 6.6: Non-reimbursed Property-Related Costs**

It is possible the contractor may elect to provide furniture, equipment, or supplies beyond those required under the provisions of the preceding paragraphs. Should this occur, this contract shall not incur any direct charges as a result of such election unless the charge has been expressly approved in writing by either the CO or COR prior to incursion of the cost. This prohibition against such charges applies not only to easily identified costs such as the purchase price of furniture or equipment, but also to associated costs, such as the cost of transporting the furniture or equipment to or from the MMAC.

**Paragraph 6.7: Supplemental Computer Equipment**

The FAA may not be able to provide a computer system for each contract employee, and some sharing of equipment is anticipated during the life of this contract. While not required, the contractor may elect to propose methods by which contractor-owned and/or contractor-acquired hardware and/or software may be utilized to supplement existing FAA equipment for use by contract personnel. Should such methods be proposed, any and all costs to the FAA that will be incurred from the adoption of the proposed methods must be clearly identified in the proposal. Further, such proposals shall be subject to negotiation and must be formally included in the contract before they may be implemented. The CO and COR must be part of all formal negotiations prior to implementation.

**Employment and Staffing****Paragraph 7.1: Support Workforce Requirements**

Support personnel provided under this contract represent a key resource to the FAA in managing a critical training program. The FAA expects the contractor's proposed system(s) for pay and benefits will allow the contractor to recruit and retain a highly qualified, motivated workforce, and that its performance-monitoring system will recognize superior performance while detecting and correcting substandard performance. The contractor's performance in these areas will be monitored closely following contract award.

**Paragraph 7.2: Minimum Experience/Education Requirements**

With the exception of those individuals specifically covered by the provisions of paragraph 7.4 below, all personnel employed in support of this contract shall meet specified minimum experience and/or education requirements for their respective position as of the date of their appointment. Such minimums are specified for each labor category identified in a document titled Contract Support Position Descriptions (CSPD), included as Appendix E to this document.

**Paragraph 7.3: Position Descriptions**

Descriptions of the various labor categories required under this contract are contained in the CSPD. For each labor category, the CSPD describes the general duties, the minimum required education and experience, and a description of any required FAA certification. The CSPD reflects information current as of the date of this document. The CSPD will be maintained, and may be revised, by the COR following contract award. Revisions involving substantive changes to information in the CSPD will be subject to negotiation if requested by the contractor.

**Paragraph 7.4: Waiver of Experience/Education Requirements**

The management of AMA-500, through the COR, will on a case-by-case basis consider the authorization of employment/transfer of persons who do not meet the minimum experience and/or education requirements of the position for which they are proposed. The contractor shall request a waiver for each individual proposed who does not meet the education and experience requirements specified in the CSPD, provide documentation which establishes a sufficient number of individuals meeting the specified experience and/or education requirements have not been identified, and provide documentation which establishes all reasonable efforts have been made to identify a sufficient number of qualified candidates. Requests shall be submitted to the COR. The COR will coordinate all waiver requests with appropriate AMA-500 management. No precedent shall be established by any such request, and each request shall be considered separate and distinct from any other requests submitted. The FAA will not grant a waiver for any supervisory candidate.

**Paragraph 7.5: Employee Qualifications Review**

The FAA shall review the qualifications of each candidate proposed for a support position under this contract to ensure the candidate meets all stated minimum qualifications established for the position. When submitting a candidate's qualifications for review, the contractor will indicate any factual data (dates, certification, etc.) they have independently verified. The FAA will identify to the contractor any qualification information questioned or requiring verification for action and resubmission. The FAA reserves the right to deny the appointment of any candidate found to be lacking any of the stated minimums. This right shall extend to personnel actions that would modify an individual's employment status under this contract, including promotions or transfers between tasks, where the new position involves minimum qualifications differing from those of the position currently held. The COR will conduct the review and coordinate with AMA-500 management officials.

**Paragraph 7.6: Instructor Suitability**

The FAA shall review the qualifications of candidates proposed for support positions that include instructional duties to determine their suitability for that position and to deny their appointment if they are determined unsuitable to perform those duties. This right shall also apply to personnel actions to modify an individual's employment status under this contract, including promotions or transfers between tasks, where the contract employee is transitioning from a non-instructional position to one with instructional duties, and where the new position involves minimum qualifications differing from those of the position currently held. The FAA reserves the right to deny the appointment of any candidate found to be lacking any of the stated minimums. The COR will conduct the review and coordinate with AMA-500 management officials.

**Paragraph 7.7: Rationale for Suitability Review**

The stated minimum qualification for positions involving instructional duties are intended to ensure candidates have sufficient knowledge and technical skills to be recognized as experts in the subject matter they will teach. This does not, however, ensure the individual will be suitable to perform as an instructor in that subject matter in a manner consistent with FAA standards. Personnel in instructional positions can be perceived as official representatives of AMA-500 and, by extension, the FAA, even when safeguards against such perceptions are adopted. Because of this, the FAA must ensure to the extent possible that personnel proposed for positions with instructional duties under this contract are capable of serving as a representative of AMA-500.

**Paragraph 7.8: Allowable Vacancy Period**

The contractor shall fill each vacancy within 45 calendar days. In the case of new support positions being added to the contract's requirements, the 45 days shall be counted from the date on which the position is indicated as becoming a requirement on an officially provided Task Description Sheet (TDS) (not the date the TDS is issued, delivered, or received). In the case of a vacancy resulting from the departure of an existing employee, the 45-day period shall begin on the first business day following the last day worked by the outgoing employee.

**Paragraph 7.9: Contractor Requests for Extension**

In the event the contractor foresees they will be unable to fill a vacancy within the 45 days, they may request an extension of the vacancy period for that position. Requests must be submitted in writing to either the CO or COR no later than the thirtieth calendar day of the vacancy period in question. Requests shall provide the contractor's rationale for believing they will be unable to fill the vacancy within the allowable period, indicate the actions being taken by the contractor to fill

the position, and state the projected date by which the contractor plans to fill the vacancy. Further, requests should indicate the consideration being offered to the FAA for acceptance of the extension as compensation for inconvenience resulting from the extended vacancy. This projected date will become, subject to negotiation, the allowable vacancy period for that unique position. No precedent shall be established by the approval of any request for extension, and each request shall be considered separate and distinct from any other requests submitted.

**Paragraph 7.10: Unfilled Vacancies**

In the event the contractor cannot fill a vacancy within the allowable vacancy period, the contractor shall forfeit their claim to the requirement. If the contractor intends to be considered for future vacancies for this particular type of support position, the contractor shall provide a written notice to the CO and COR stating the reason(s) for their failure to fill the vacancy within the allotted time period. In addition, the contractor should include a description of whatever corrective actions they have taken or propose to take to ensure future vacancies can be filled within the allowable vacancy period. The FAA reserves the right to allow or disallow the contractor to continue attempts to fill the existing vacancy after the initial vacancy period. In addition, the FAA reserves the right to impose a penalty, described elsewhere in this document, as consideration for inconvenience caused by the extended vacancy, until such time as the vacancy is filled, either by the contractor or by another source available to the FAA, whichever comes first.

**Paragraph 7.11: FAA Certification**

The FAA reserves the right to establish certification criteria for support positions under this contract and associated procedures to certify, decertify, and recertify contract personnel in those positions. Detailed information about criteria and procedures established as of the date of this document can be found in the CSPD, included as Appendix E to this document.

**Paragraph 7.12: Alternative Employment Practices**

The contractor may propose employment practices differing from the information outlined below. The contractor shall demonstrate any benefits the FAA will realize from use of such practices and how they will minimize potential risks associated with the proposed utilization.

**Paragraph 7.13: Prohibited Appointments**

The contractor shall not appoint to this contract any person whose prior job performance has been rated as unsatisfactory during the 5 years preceding the anticipated date of employment.

**Paragraph 7.14: Describing Support Requirements**

The support projections reflected in the document "ATISS Contract Support Projections, 2006-2007" will be described, with the exception of Pseudo-Pilots, in terms of the number of support positions in each labor category needed within a task during a particular period of time. Each support position identified will represent one full-time equivalent (FTE) as defined by the U.S. Office of Personnel Management (OPM) to be provided during the period specified. Some support requirements, such as Contract Manager, will remain generally constant over time and will normally be satisfied by full-time personnel. Other support requirements, such as instructors supporting initial qualification training and pseudo pilots, more directly tied to the fluctuations of student workload, will tend to vary significantly over time, often from one day to the next. The best method for providing this variable support may be through the utilization of varied staffing that will be higher for periods of peak requirements and will also minimize unneeded personnel when requirements are lower. All proposals shall be subject to a risk assessment by the FAA and to negotiation.

**Paragraph 7.15: Describing Pseudo-Pilot Support Requirements**

Pseudo-Pilot support projections reflected in the document "ATISS Contract Support Projections, 2006-2007" will be described through the use of two mechanisms. The FAA will identify a range of certified pilots required to support activities within a task in the TDS for that task. In addition, the FAA will provide a series of monthly calendars that will reflect pilot requirements for each day and shift, identified by task. These calendars will constitute the main mechanism for describing daily requirements, will be revised as needed, and may occasionally identify requirements for pilots for less than a standard shift (e.g., 2 hours or 4 hours).

**Paragraph 7.16: Full-Time Equivalent**

As used in this contract, the term FTE shall represent the standard productive-hour base of 1,744 hours per year, as defined by OPM. The contractor shall explain any proposed productive-hour base differing from the OPM standard and be prepared to demonstrate whatever benefit may be realized by the FAA from this base.

**Paragraph 7.17: Full-Time Appointments**

Any FAA requirements for temporary, irregular, or other less-than-full-time support, such as Pseudo Pilots, will be clearly identified by the FAA. Absent either specific identification by the FAA as one of the above or a specific alternative staffing plan proposed by the contractor in accordance with the provisions of paragraph 7.14, each identified support position is intended to be satisfied through utilization of one person per position, defined above.

**Paragraph 7.18: Reductions in Force (RIF)**

The contractor's policies and procedures for determining which contract employees are retained in RIF situations should minimize the disruption to the FAA's workload. The RIF policies and procedures should emphasize demonstrated past performance and possession of specified minimum education/experience requirements over seniority when determining RIF priorities, to the extent possible.

**Paragraph 7.19: Recall Policies and Procedures**

The contractor's policies and procedures for determining employees' eligibility for recall to support positions under this contract shall be consistent with the FAA's need for qualified support personnel. Accordingly, the contractor's recall policies, as they apply to this contract, should, where possible, emphasize demonstrated past performance and possession of specified minimum education/experience requirements over seniority when determining priority for recall under this contract.

**Paragraph 7.20: Strike Contingency Plan**

The contractor shall develop a strike contingency plan to ensure continuity of operations in the event of a strike by contract personnel. Contract support services provided under the strike contingency plan shall be at no additional cost to the Government.

**Paragraph 7.21: Prohibited Appointments**

In order to ensure the contractor is able to make use of the largest labor pool available for work under this contract, FAA personnel may identify potential contract employees to the contractor. Such identification must not be construed as recommendations or advance approval for the selection or assignment of those individuals under the contract.

**Paragraph 7.22: Contract Employee Affiliations**

The contractor should be aware of potential contract employees' affiliations (by blood, marriage, or living arrangement), and this should be identified to the FAA at the time of the applicant's initial qualifications review. The contractor should also identify changes in affiliations as they occur. The contractor will factor this information into the assignment of their employees to tasks or work areas in order to comply not only with the Government's human resource management standards and any local policies that may be more restrictive, but also with the contractor's own standards.

**Paragraph 7.23: Removal of Employees**

The management of AMA-500 is solely responsible for the integrity and success of the training program supported by this contract. Accordingly, the FAA reserves the right to require the removal of any contract employee from employment under this contract whenever such action is determined by AMA-500 management and/or FAA security offices to be in the best interest of the Government.

**Paragraph 7.24: Special Security Consideration**

Certain security considerations are applicable to all personnel having access to the MMAC campus. As a result, all contract personnel providing direct support under this contract shall be subject to a National Agency Check with Inquiries (NACI) background investigation. This shall be true even where the risk/sensitivity level designation for the position being held does not, in and of itself, require one.

**Contract Employee Performance****Paragraph 8.1: Performance Evaluation System**

The contractor shall establish and maintain a system to monitor and evaluate the performance of every employee under this contract on a regular basis. This system shall include provisions for soliciting input from at least one cognizant AMA-500 management representative as an integral part of each performance evaluation, and a copy of each evaluation shall be provided to the COR.

**Paragraph 8.2: Probationary Performance Review**

The contractor shall ensure each employee providing direct support under this contract satisfactorily completes an initial probationary period before they are offered a commitment for extended employment under this contract. Satisfactory completion of this probationary period shall require, as a minimum, receiving at least one performance evaluation of satisfactory or better and, if applicable to the position held, achieving FAA certification.

**Paragraph 8.3: Decertification**

In the event a contract employee occupying a position requiring FAA certification is determined to be performing below specified FAA Academy standards, that employee shall be decertified and shall not be permitted to perform his/her normal duties until such time as he/she has been recertified. If a need for remedial training is indicated, such training must be completed at no cost to the FAA before the FAA will permit the employee to attempt to recertify for that position. No contract employee will be permitted, absent extenuating circumstances, more than one attempt to recertify for any given position.

### **Contract Employee Training**

#### **Paragraph 9.1: Contract Employee Orientation**

The FAA shall provide to the contract, in addition to any training that may be authorized in accordance with the following provisions, information for contractor-provided orientation to the methodologies, systems, procedures, and processes utilized by AMA-500 in the completion of its activities. This will be done in acknowledgement of the fact that even fully qualified contract personnel may be unaware of unique practices utilized in the FAA's training environment.

#### **Paragraph 9.2: Prohibited Training for Contract Employees**

In accordance with the provisions of the Training Schools Act (Title 49 USC 40108) and other applicable authorities, the FAA is generally prohibited from using appropriated funds to provide training for contract personnel if such training is available from commercial sources. The contractor training that is required in the performance of an employee's duties that is available through commercial sources should be accomplished at no expense to the FAA.

#### **Paragraph 9.3: Unique Technical Training-a**

The FAA may provide training to contract personnel if the training is determined to be technically complex and unavailable from commercial sources. This exception covers all FAA required Instructor and Pseudo-Pilot certification training, as well as FAA-specific courses covering the development of instructional materials in accordance with FAA standards and practices which have been determined to be unique training offered only by the FAA. Requests shall be submitted to the COR in writing. A statement of justification for the training shall accompany each request. It must be stressed the FAA is not obligated to provide such training even if suitable funds are available but may do so if in the best interest of the Government.

#### **Paragraph 9.4: Unique Technical Training-b**

In those situations where the FAA is authorized to provide training to contract personnel, it shall be provided at no cost to the contractor or contract employee. However, the FAA retains the right to deduct costs incurred for training provided to contract personnel from payments otherwise due the contractor in specific situations, as described in paragraph 9.2 and 11.3.

#### **Paragraph 9.5: Certification Training**

The FAA has established certification requirements for many of the support positions under this contract, with requirements varying based on both the labor category and the task. Certification requirements for each labor category/task are outlined in the CSPD, included as Appendix E to this document. Any training identified as a part of the FAA's certification requirements, unless specifically identified as an exception in the CSPD document, has been determined as unique technical training offered only by the FAA.

#### **Paragraph 9.6: Required Training for Instructors**

Contract personnel assigned to classroom instructor duties, regardless of specialty, shall successfully complete Course 10520, Academy Instructor Training (Basic), more commonly known as BIT or shall participate in an FAA-approved Instructor Orientation course. Instructors involved in the revision, development, or maintenance of course materials may be required to successfully complete one or more training materials development courses, depending on the

specific nature of their duties. The FAA reserves the right to waive these requirements on a case-by-case basis in consideration of an individual's prior experience and training.

**Paragraph 9.7: Required Training for Other Positions**

Contract personnel in non-instructor positions, regardless of specialty, shall be fully trained in their areas of technical specialization prior to their utilization under this contract. Accordingly, the FAA does not anticipate any training will be required for these individuals. Should a need for training be identified at a later date, the restrictions described in paragraphs 9.2 and 9.3 shall apply.

**Paragraph 9.8: Remedial Training**

In the event a contract employee's performance is determined to be below specified FAA Academy standards and a need for remedial training is indicated, such remedial training shall be conducted, arranged, and/or coordinated by the contractor's supervisor, in consultation with the appropriate FAA supervisor.

**Paragraph 9.9: Remedial Training Limitation**

No contract employee shall be provided remedial training more than one time without the express authorization of the CO or COR. Absent such authorization, the contractor shall remove the employee from support under this contract if the FAA determines that an employee requires additional remedial training.

**Paragraph 9.10: Contractor-Provided Training**

This document does not require, nor should it be interpreted as encouraging, the contractor to provide any training for contract employees that will result in a direct cost to this contract. However, as the FAA considers employee development one critical element in employee retention, the contractor may wish to propose a training program to provide their personnel with training for skill enhancement and career advancement, and to accommodate changes in mission, procedures, and equipment, to the extent it can be accomplished without direct charges to the contract. If proposed, the training program will be subject to a risk analysis and to negotiations prior to implementation.

**Instructor Certification**

**Paragraph 10.1: Instructor Certification**

Contract instructors shall require certification by cognizant FAA management prior to performance of instructional duties under this contract. Such certification is required to ensure their mastery of the subject material and ability to comply with applicable FAA policies and practices. Specific certification procedures vary from task to task, and from course to course within a single task. Certification procedures are outlined in the CSPD, included as Appendix E to this document.

**Paragraph 10.2: Scope of Certification**

The certification of a contract instructor will normally be on a course-by-course basis. An instructor may be certified for duties supporting multiple courses as needed by AMA-500.



**Paragraph 10.3: Deferral or Waiver of Certification Requirements**

AMA-500 management reserves the right, on a case-by-case basis, to defer and/or waive any portion or portions of the instructor certification process in consideration of any special circumstances which may arise; e.g., temporary instructional support over a period of time that does not justify the use of a full certification process, or a critical need for immediate support which does not allow sufficient lead time for the full certification process to be completed. Should circumstances such as these arise, and should AMA-500 elect to defer one or more portions of an individual's certification process (as opposed to waiving them), those portions shall be completed whenever workload permits and as directed by AMA-500 management. All deferrals or waivers shall be accomplished in writing to the COR.

**Paragraph 10.4: Effective Date of Certification**

Contract instructors shall normally be considered certified as of the date they successfully complete all portions of the applicable certification process. Instructors who are granted waivers of one or more portions of the process shall be considered certified as of the date they complete those portions of the certification process which have not been waived. Instructors who are granted deferrals of one or more portions of the process shall be considered tentatively certified, pending successful completion of those deferred portions, as of the date they complete those portions of the certification process which have not been deferred.

**Paragraph 10.5: Decertification**

The cognizant AMA-500 supervisor will periodically review the instructional performance of each certified instructor. Instructors will be expected to continue demonstrating their mastery of the subject material, satisfactory instructional abilities, and ability to comply with applicable FAA policies, orders, practices, and procedures in order to retain their certification. Failure to maintain an acceptable level of competency in these areas will result in a loss of certification.

**Paragraph 10.6: Recertification**

Whenever an instructor is decertified, the cognizant AMA-500 supervisor shall determine what actions are required for the instructor to regain certification, which will be communicated to the contract employee's supervisor. The course of action set forth by the FAA may include, but need not be limited to, self-study, remedial (recertification) training, and/or reevaluation, and shall be determined on a case-by-case basis based on the pertinent factors and circumstances involved.

**Deductions****Paragraph 11.1: Deduction of FAA Administrative Costs**

The FAA reserves the right to deduct from payments otherwise due to the contractor, on a case-by-case basis, those costs incurred by AMA-500, in whole or in part, for administrative activities required due to actions of the contractor or its employees and beyond the control of the FAA. These activities may include, but need not be limited to, such things as providing replacements for lost or damaged Government keys, vehicle decals, identification badges, and processing MMAC parking tickets. Activities involved in processing requests for service or support from other FAA offices may also be included where such requests are not directly linked to AMA-500 management's direction.

**Paragraph 11.2: Deduction of Relocation Costs**

This provision shall only apply if the contractor proposes the reimbursement of employee relocation costs. Should that occur, and the employee then fails to achieve certification for their proposed position, or terminates their appointment under this contract within 6 months from their appointment, the FAA reserves the right to deduct from payments otherwise due to the contractor, on a case-by-case basis, any amounts previously charged by the contractor for such reimbursement.

**Paragraph 11.3: Deduction of FAA Training Costs**

The FAA reserves the right to deduct from payments otherwise due the contractor, on a case-by-case basis, costs incurred, in whole or in part, for training provided to contract personnel. This provision shall apply in cases where an employee either fails to achieve sufficient proficiency to obtain certification, or terminates employment under this contract within 6 months from initial appointment. This provision shall also apply in all cases involving remedial or recertification training required for a contract employee.

**Paragraph 11.4: Deduction of Extended Vacancy Penalty**

The FAA reserves the right to deduct from payments otherwise due to the contractor, on a case-by-case basis, a penalty as consideration for inconvenience suffered by the FAA as a result of the contractor's failure to fill a vacancy within the time limit established in Paragraph 7.8. The penalty shall not exceed 20 percent of the direct wages for the vacant position which would have been payable during that portion of the total vacancy period exceeding the allowable vacancy period. In addition, should the contractor be unable to fill a vacancy, the FAA reserves the right to charge an additional penalty to the contractor based on charges that the FAA may incur to fulfill the requirement through an alternate source; e.g., overtime or expenses for bringing in an FAA employee on TDY. The penalty shall be calculated by the COR and submitted to the CO for approval.

**Quality Assurance and Quality Control****Paragraph 12.1: Quality Assurance**

The FAA shall be responsible for monitoring and evaluating the performance of the contractor to ensure compliance with prevailing law, regulations, provisions, and policies. The FAA shall evaluate the contractor's performance, utilizing guidelines contained in the MMAC Cost Plus Award Fee (CPAF) Evaluation Guide, or other similar guidelines as appropriate.

**Paragraph 12.2: Quality and Reliability Officer**

The CO may designate an individual responsible for ensuring compliance with applicable contract requirements regarding quality control. If so designated, this individual shall be the Quality and Reliability Officer (QRO) and shall serve as the contact point for quality assurance and quality control issues under this contract.

**Paragraph 12.3: Quality Control**

The contractor shall be responsible for ensuring the quality of service provided by contract personnel, and correspondingly for monitoring, evaluating, etc., the performance of their employees. This does not establish, nor should the contractor assume, any responsibilities other than those specified in the contract for monitoring the quality of FAA programs or FAA products.

**Paragraph 12.4: Contractor Quality Control Plan**

The contractor shall prepare, implement, and maintain a quality control plan to ensure compliance with all provisions of this document, as well as applicable provisions of the contract. A draft copy of this plan, including any anticipated modifications, shall be included with any proposal submitted in response to this document. Final copies of the plan, current as of the date of submittal, shall be provided to the CO and COR, and the QRO if applicable, within 30 calendar days of contract award. No subsequent changes may be made to the final quality control plan submitted without written approval from the CO, the COR, or the QRO (if applicable).

**Data Reporting****Paragraph 13.1: Deliverables – Reports and Data**

The contractor shall provide various reports and data to the CO, the COR, and to other FAA offices as needed, as part of their normal administrative activities. These reports and data will include, but need not be limited to, those deliverables specifically described below.

***Paragraph 13.1.1 Reports and Data (Deliverables)***

The following is a list of reports and data required as of the date of this document. The contractor may, where appropriate and upon FAA concurrence, combine reports to achieve efficiency:

**13.1.1--Notice of Employment:** Whenever the contractor hires an employee they shall, as soon as this information is known, notify the COR of the name, task assignment, position title, and the employee's starting date. The preferred means of notification shall be electronic mail. CDRL 001

**13.1.1.2--Notice of Termination:** Whenever a contract employee terminates or expresses an intent to terminate their support under this contract, regardless of cause, the contractor shall notify the COR as soon as this information is known. Notices should include the name of the employee, his/her task assignment, position title, the employee's last scheduled workday, and the employee's last day in pay status if different from the last workday. The preferred means of notification shall be electronic mail. CDRL 002

**13.1.1.3--AC Form 3370-2, Contract Employee Clearance Record:** In addition to the data required in "b" above, the contractor shall ensure a clearance record is prepared for each terminating contract employee, following procedures outlined elsewhere in this document. CDRL 003

**13.1.1.4--Time and Attendance Data:** With each invoice, the contractor shall provide the COR with time and attendance data for that invoice period. Data shall be given for each contract employee whose time is directly charged to this contract, either in whole or in part. Data should be grouped and totaled by task (and by subtask if applicable) and by labor category within the task (or subtask). This report shall be provided in an Excel spreadsheet sent by electronic mail. CDRL 004

**13.1.1.5--Staffing Report:** Within 5 business days of the end of each invoice period, the contractor shall provide the COR with staffing data as of the last business day of that invoice period. Data should be grouped by task (and by subtask if applicable), and by position title within the task (or subtask). Data should include the total number of positions required in that labor category (as reflected in the task's most recent Task Description Sheet), the number of contract personnel in that labor category as of the last period's report, any changes occurring during the

period, and the number as of the last day of the current reporting period. This report shall be provided in an Excel spreadsheet sent by electronic mail. CDRL 005

13.1.1.6--Personnel Status Report: Within 5 business days of the end of each month, the contractor shall provide to the COR, and to AMC-700, a report in an Excel spreadsheet sent by electronic mail, reflecting the following for each contract employee providing support for any portion of the month: CDRL 006

- Full name
- Social Security Number
- Task or Subtask number
- Routing symbol
- Building(s) and room(s) in which he/she works
- Employee's phone number (4-####)
- Start and end times of his/her normal work shift
- Hiring and/or termination date if they should fall within the month being reported
- ID card number
- Parking decal number(s)
- Government-issued key number(s)

13.1.1.7--Contractor Hours Report: Within 5 business days of the end of each month, the contractor shall provide a narrative report to the COR and to AMA-500's designated budget contact point in AMA-100. This report will reflect the total number of productive hours provided by all contract employees for the preceding month. This report shall be provided in an Excel spreadsheet sent by electronic mail. CDRL 007

13.1.1.8--Activity Report: Within 5 business days of the end of each month, the contractor shall provide a narrative report to the COR, the CO, and all AMA-500 supervisors and managers, for each task and subtask, the significant activities of contract personnel in the task/subtask, any projected staffing changes (including anticipated hiring dates for any existing vacancies), and any problems or concerns. This report shall be provided in a Microsoft Word document sent by electronic mail. CDRL 008

13.1.1.9--Task 1 Computer Hardware-Software Report: Within 5 business days of the end of each calendar quarter the contractor shall provide to the COR the following information on the computer hardware and software provided for use by contract personnel in Task 1. All items of computer hardware (computers and peripherals) connected directly or indirectly to the FAA computer network will be fully described, including brand name and model number, plus all relevant specifications (including the date use of the hardware was approved by the FAA). All items of computer software will be fully described, including software title, version number, and identification of the computer in which the software is installed, plus the date use of the software was approved by the FAA. This report shall be provided in an Excel spreadsheet sent by electronic mail. CDRL 009

13.1.1.10--Performance Evaluations: Within 5 business days of completion of the base contract period and the first option period (if exercised), the contractor shall provide to the COR a copy of each employee's performance evaluation for final award fee evaluations. CDRL 0010

13.1.1.11--Contract Employee Training Support Report: Within 5 business days of the end of each invoice period, the contractor shall provide to the COR a report reflecting any hours expended by the contractor in support of certification or other training for contract employees. The report should reflect both subtotals in each applicable labor category attributable to the training of each employee, and the total for the period. CDRL 0011

**13.1.1.12--Labor Distribution Report:** Within 5 business days of the end of each invoice period, the contractor shall provide to the COR a report reflecting labor distribution data. The report will reflect course number (e.g., 50019) and/or activity type (e.g., Provide Agency Information), labor type (e.g., course preparation, revision), and total number of hours for each labor type, for each employee. CDRL 0012

#### **Paragraph 13.2: Activity Tracking**

The FAA currently utilizes the Automated Data Tracking System (ADTS) to gather data on activities and their costs. Activity data for each contract employee, regardless of assigned task, shall be entered in ADTS through individual entry or combined entry. The contract administrative offices shall forward backup documentation to support entries by individual contract employee name, by task, to the COR at the end of each pay period for each entry in the system. The FAA will provide training on ADTS as required. ADTS is scheduled for replacement with an as-yet undetermined software program sometime in 2006. The same processes will be followed with the new software as with ADTS.

### **Instructional Issues**

#### **Paragraph 15.1: Instructional Systems Design Approach**

The contractor shall use the Instructional Systems Design (ISD) approach, as applied within AMA-500, for the presentation, development, and revision of all training materials. This requirement applies to all training delivery systems, including but not limited to written materials, computer-based instruction (CBI), and video-based instruction. The contractor shall be required to follow and incorporate into their development activities any FAA policies, practices, or branch-level requirements documentation to ensure that the ISD approach used is in conformance with FAA requirements, at times by branch level. The FAA may use guidelines that are in conformance from one task to the next, but at times will incorporate other approaches or guidelines in one specialized area.

#### **Paragraph 15.2: New Training Materials/Delivery Systems**

The contractor shall transition to new training materials and delivery systems as they are adopted and implemented. Plans and schedules for such transitions shall be developed by the FAA, which will coordinate with the contractor to ensure sufficient time is allotted for required transition activities.

#### **Paragraph 15.3: Course Descriptions**

For the purpose of this solicitation, descriptions of the various courses managed, maintained, or supported by AMA-500 can be found in Course Descriptions, included as Appendix F to this document. The FAA Academy maintains an on-line catalog of active courses available over the Internet at the following address: <http://academy.faa.gov/>. The information presented there should be considered the definitive source of information about active courses for all other purposes following award.

### **Miscellaneous Issues**

#### **Paragraph 16.1: RESERVED**

#### **Paragraph 16.2: After-Hours Access to MMAC Buildings**

With the exception of scheduled evening-shift instructional operations which may occur during the life of this contract, contract personnel shall need authorization from the CO or COR to gain access to MMAC buildings outside the normal hours of operations. This requirement applies to the hours between 6:00 p.m. and 6:00 a.m. each weekday, all hours on weekends or holidays, and anytime the MMAC is otherwise closed.

**Paragraph 16.3: Parking and Traffic Regulations**

The contractor will ensure all contract employees are advised of and adhere to published parking and traffic regulations applicable to the MMAC.

**Paragraph 16.4: Reserved Parking Spaces**

Reserved parking spaces may be requested through the CO or COR for employees with either temporary or permanent disabling conditions. No other requests for reserved parking spaces will be accepted.

**Paragraph 16.5: Employee Appearance**

Contract personnel shall present a clean, neat appearance appropriate for conduct of the Government's business during all duty hours. The standard terminology for attire is business casual unless otherwise stated by the FAA. Further, each contract employee shall wear a DOT identification badge, provided by the FAA, in accordance with existing FAA policies and regulations while at the MMAC.

**Paragraph 16.6: Employee Conduct**

Contract personnel shall comply with and adhere to all applicable FAA directives, policies, standards, and procedures in accordance with Contract Section H, Clause H.13, **FAA FACILITY REGULATIONS (JUL 2001)**.

**Paragraph 16.7: Policies and Directives**

Contract personnel shall comply with and adhere to all applicable FAA directives, policies, standards, and procedures as set forth in the contract document.

**Paragraph 16.8: Reserved**

**Paragraph 16.9: Team Participation**

AMA-500 encourages employee involvement in a variety of management activities through the utilization of meetings and teams, and contract personnel may be invited to participate. Participation by contract personnel will generally be considered part of normal duties under their assigned task. Participation may include, but is not limited to, staff or management meetings, brainstorming meetings or teams, courseware development teams, etc. Participants from all labor categories may be utilized based on AMA-500 requirements. AMA-500 management reserves the right to impose limitations on the amount of time any individual devotes to team activities, based on AMA-500's overall workload priorities, and to restrict participation on any team to personnel they determine appropriate to the team's anticipated activities.

# Appendix A

## Contract Terms/Acronyms

for use in connection with the solicitation for an  
Air Traffic Instructional Support Service Contract

**DTFA-AC-06-R-02043**

APPENDIX A

5-5-2006

Prepared by AMA-500 Staff

## TABLE OF CONTENTS

<b>Task 1 - Contract Management and Administration .....</b>	<b>1</b>
Scope of the Task.....	1
Task Requirements .....	1
Dedicated Contract Management.....	1
Contract Management Authority.....	1
Time of Work: .....	1
Evening Shift Work: .....	1
Alternate Work Schedule:.....	1
Level of Effort: .....	1
<b>Task 2 – Program Support .....</b>	<b>2</b>
Scope of the Task.....	2
Task Requirements .....	2
Time of Work: .....	2
Evening Shift Work: .....	2
Alternate Work Schedule:.....	2
Level of Effort: .....	2
<b>Task 3 – FAA Operational Management &amp; Leadership Training .....</b>	<b>3</b>
Scope of the Task.....	3
Task Requirements .....	3
Subtask 3A Task Requirements– Instructional Services.....	3
Subtask 3B Task Requirements- Registrar.....	3
Time of Work: .....	4
Evening Shift Work: .....	4
Alternate Work Schedule:.....	4
Travel.....	4
Level of Effort: .....	4
<b>Task 4 - Instructional Design .....</b>	<b>5</b>
Scope of the Task.....	5
Task Requirements .....	5
Subtask 4A Task Requirements – Instructional Design .....	5
Subtask 4B – Editorial Services.....	5
Subtask 4B Task Requirements– Editorial Services .....	5
Subtask 4C Task Requirements- Publication .....	6
Time of Work: .....	6
Evening Shift Work: .....	6
Alternate Work Schedule:.....	6
Level of Effort: .....	6
<b>Task 5 – Instructor Development.....</b>	<b>7</b>
Scope of the Task.....	7
Task Requirements .....	7
Time of Work: .....	8
Evening Shift Work: .....	8
Alternate Work Schedule:.....	8
Level of Effort: .....	8
<b>Task 6 – Technical Support Services .....</b>	<b>9</b>
Scope of the Task.....	9
Task Requirements .....	9
Subtask 6A Task Requirements– Webpage designer .....	9
Subtask 6B Task Requirements– Software Support.....	9
Subtask 6C Task Requirements – Hardware Support .....	9
Subtask 6D Task Requirements– Bench Repairs.....	10
Time of Work: .....	10
Evening Shift Work: .....	10
Alternate Work Schedule:.....	10
Level of Effort: .....	10
<b>Task 7 – Research and Evaluations .....</b>	<b>11</b>
Scope of the Task.....	11



Task Requirement .....	11
Time of Work: .....	11
Evening Shift Work: .....	11
Alternate Work Schedule: .....	11
Level of Effort: .....	11
<b>Task 8 – Library Services .....</b>	<b>12</b>
Scope of the Task .....	12
Task Requirements .....	12
Time of Work: .....	12
Evening Shift Work: .....	12
Alternate Work Schedule: .....	12
Level of Effort: .....	12
<b>Task 9 – Logistic Services .....</b>	<b>13</b>
Scope of the Task .....	13
Task Requirements .....	13
Subtask 9A Task Requirements – Procurement .....	13
Subtask 9B Task Requirements– Property Management .....	13
Subtask 9C Task Requirements– Materials Handling .....	13
Subtask 9D - ????	13
Time of Work: .....	13
Evening Shift Work: .....	14
Alternate Work Schedule: .....	14
Level of Effort: .....	14
<b>Task 10 – Travel Services .....</b>	<b>15</b>
Scope of the Task .....	15
Task Requirements .....	15
Time of Work: .....	15
Evening Shift Work: .....	15
Alternate Work Schedule: .....	15
Level of Effort: .....	15

## **Task 1 - Contract Management and Administration**

### **Scope of the Task**

The contractor shall furnish a Project Manager and Alternate Project Manager, who will be responsible for providing oversight and management of all contract personnel employed in direct support of this contract. The contractor shall also furnish any additional clerical, administrative, and managerial positions required for the administration of this contract, and which are proposed at direct cost to this contract. Positions other than Project Manager and Alternate Project Manager shall be subject to negotiation.

### **Task Requirements**

This task will require a full-time Project Manager and Alternate Project Manager to provide oversight of contract personnel and to ensure the tasks assigned to contract personnel are completed in accordance with the terms of the contract. The contractor project management shall have the authority to represent the contractor in dealing with on-site FAA COTR.

### **Dedicated Contract Management**

Both the Project Manager and Alternate Project Manager shall be fully dedicated to this contract, and shall not be utilized by the contractor in support of other activities without the express approval of the CO, or the COTR.

### **Contract Management Authority**

Both the Project Manager and Alternate Project Manager shall have full authority to act on behalf of the contractor, and any limitations to this authority must be clearly indicated in the contractor's proposal.

### **Time of Work:**

Support for this task will be required during normal office hours, generally accepted as being between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

### **Evening Shift Work:**

With the exception of those instances where support in this task is necessitated by activities in other tasks, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

### **Alternate Work Schedule:**

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

### **Level of Effort:**

FAA requirements in this task, namely the Project Manager and Alternate Project Manager positions, are expected to remain constant throughout the life of this contract under normal circumstances. Whatever other positions are requested by the contractor and approved through negotiations with the Government will likewise be expected to remain as constant requirements. All of these positions must nevertheless be subject to additional negotiation in the event changes arise in the projected workload of the other tasks under this contract.

## **Task 2 - Program Support**

### **Scope of the Task.**

The contractor shall furnish instructional support personnel required to assist in activities supporting the operations of AMA-3 CMEL in the management of the overall training program which do not fall clearly within the scope of any of the other tasks under this contract. The contract staff shall augment an existing FAA cadre of specialists in the completion of tasked services.

### **Task Requirements**

This task requires administrative support to support the execution of the CMEL Operational Delivery/Development Requirements. This task will require the contractor to provide time-accounting of contractor personnel using the FAA activity data tracking system (ADTS); support the ATN broadcast and provide administrative support for personnel travel arrangements.

### **Time of Work:**

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

### **Evening Shift Work:**

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

### **Alternate Work Schedule:**

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

### **Level of Effort:**

Support requirements for this task will be communicated using two distinctly different documents. The first will be a CMEL Operational Delivery/Development Requirements, which shall be prepared each performance period and funded by yearly appropriated operations (OPS) funds. The other will be a monthly issuance of fee-for-service projects funded incrementally by Franchise funds (X30). Each of these documents shall be subject to revision as needed.

### **Task 3 – FAA Operational Management & Leadership Training**

#### **Scope of the Task**

CMEL is tasked to support the Agency's managers and supervisors in strengthening non-technical skills to improve their job performance. Accordingly, the contractor shall furnish instructors and instructional support personnel required to assist in the conduct and administration of those courses managed by AMA-3. This task includes two subtasks as described below:

#### **Task Requirements**

This task requires the following subtasks:

##### **Subtask 3A Task Requirements- Instructional Services**

This subtask requires the instructional delivery and supervision of instructors to support CMEL Operational Delivery Requirements and Franchise work. Instructors will conduct resident training, field based training and distance learning for FAA employees and other Government employees including supervisory candidates, newly selected and experienced supervisors and managers on critical leadership skills identified by task analyses and competency studies. Blended learning employing distance modules will often be an essential part of the program. Resident courses will normally be 3-10 days in length and field courses are normally 3-5 days in length, and shall employ experiential tools such as behavior modeling as well as current knowledge of agency directives and initiatives. Students shall be assessed by using skill practices and tests.

The curriculum will revolve around the ability to create, articulate, and implement the organizational mission and initiatives. The curriculum will include both established courses and other training activities. Some courses/activities in the curriculum will be scheduled on a relatively regular basis while others may be scheduled on a demand basis only. The curriculum will be flexible enough to accommodate modification as needed.

Refer to <http://www.cmel.faa.gov/COURSEDE/CI-crs.htm> for additional guidance concerning the courses.

##### **Subtask 3B Task Requirements- Registrar**

This subtask requires registrar services in the coordination of student enrollments in support of the CMEL Operational Delivery/Development Requirements. The registrar will access the FAA human resource information management computer system, currently e-LMS, to monitor class enrollments and provide updates to aid in monitoring enrollments and disenrollments. Personnel providing services will be the focal point for all training record computer operations, enrolling or disenrolling students for all resident and field classes, and for all Fee-for-Service classes for which training credits and certification are due to participants.

The registrar will:

1. coordinate the following with FAA Training personnel: adjustments, class roster changes, new classes, and canceled classes;
2. track and report all classes for enrollment totals and unused quota, initiate system, and enter course completions and grades into student training records;
3. produce, for each class, attendance/completion rosters and graduation certificates, extract student transcripts and mail to student and/or university or college with a certification letter, upon request of student;
4. assist Program Manager(s) with fiscal year class requirements
5. generate reports as required
6. Implement pre-course notices and assignments to enrollees and ensure that materials are accessible.

**Time of Work:**

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible to support evening sessions or meetings, less than 10 percent of total support for this task is anticipated.

**Evening Shift Work:**

Except for those periods where class schedules or meetings necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

**Alternate Work Schedule:**

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

**Travel**

Support under this contract requires contract personnel to travel as part of their normal assigned duties. Such travel, when required, will almost exclusively be within the confines of the territories and possessions of the United States, but may also be to other countries. Reimbursement of travel expenses will be in accordance with provisions found elsewhere in this document.

**Level of Effort:**

Support requirements for this task will be communicated using two distinctly different documents. The first will be a CMEL Operational Delivery/Development Requirements, which shall be prepared each performance period and funded by yearly appropriated operations (OPS) funds. The other will be a monthly issuance of fee-for-service projects funded incrementally by Franchise funds (X30). Each of these documents shall be subject to revision as needed.

## **Task 4 - Instructional Design**

### **Scope of the Task**

The contractor shall provide personnel to develop and revise completed course materials and support media for resident, field and independent study programs. The contractor may be required to develop and revise correspondence study, computer based, video based and distance learning courses and support media. This task includes three subtasks as described below:

### **Task Requirements**

This task requires the following subtask:

#### **Subtask 4A Task Requirements – Instructional Design**

This subtask requires instructional development, revision and research of course materials and support media for resident, field and independent study programs to execute the CMEL Operational Delivery/Development Requirements. Personnel may be required to develop and revise correspondence study, computer based, video based and distance learning courses and support media. Training program design may incorporate various approaches such as experiential, competency-based instruction, behavior modeling, action learning, and other state-of-the art instructional technologies. Instructional Design personnel will be required to provide completed course materials which may include course design guides, instructor notes, handouts, course book items, video script treatments and support media. All designs require FAA Program Manager approval within one (1) week prior to scheduled implementation.

These individuals are responsible for designing instructional materials, utilizing conventional and/or computerized delivery systems as required, and coordinating all phases of instructional material development in support of the FAA's training program. Duties may include, but need not be limited to, developing training proposals, conducting job task and/or needs analyses, benchmarking, preparing course control documentation, developing instructional objectives, reviewing tests and other measurement instruments, and conducting instructional analysis and evaluation of various types of course materials. In certain cases, duties may also include providing instructions to editors and publications.

#### **Subtask 4B – Editorial Services**

The contractor will furnish personnel to proofread and edit all course materials prior to final course materials will be ready for COTR review at least one (1) week prior to use in final form.

#### **Subtask 4B Task Requirements– Editorial Services**

Personnel will be required write, proofread and edit material for reports, manuals, briefs, proposals, instruction books, catalogs, and related publications in support of subtask 4A. Receives assignments from instructional designer. All course materials will be ready for COTR review at least one (1) week prior to final submittal.

The editor:

1. Interviews Subject Matter Experts and reads journals, reports, and other material to become familiar with technologies, methods, agency policies, and tools to integrate new initiatives.
2. Organizes material and completes writing assignment with clarity, conciseness, style and terminology.
3. Reviews published materials and recommends revisions or changes in scope, format, content and media selection.
4. Maintain records and files of work and revisions.
5. Select photographs, drawings, sketches, diagrams and charts to illustrate material.
6. Assist in laying out material for publication. May arrange for production and distribution of material.

7. Other duties may require writing speeches, articles, and public or employee relations releases. May require edit, standardize, or make changes to material prepared by other writers. May specialize in writing material regarding work methods and procedures.

#### **Subtask 4C Task Requirements- Publication**

This subtask requires the editing, word processing and graphic design of course books, instructor guides, wall charts, transparencies, posters, charts, slides, door signs and any documents required to support the CMEL Operational Delivery/Development Requirements. This sub-task will also require miscellaneous document creation to support FAA staff in the operation of CMEL and the creation of documents to support the CMEL website. These individuals provide non-technical graphics development assistance in the preparation of instructional lessons, and perform non-technical clerical and typing duties associated with the preparation of instructional lessons, and other related instructional material developed for the FAA's training program. Duties may include, but need not be limited to, typing memoranda, letters, scripts, lesson plans, reports, and various types of training materials, as well as training publications and course control documentation, with duties frequently involving extensive use of macros and imbedded graphics. Duties may also include developing computer graphics designed by other specialists, conceptualizing computer graphics and creating designs with minimal instruction, incorporating graphics into training materials and other documents utilizing desktop publishing concepts and methods, and maintaining a graphics library

#### **Time of Work:**

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

#### **Evening Shift Work:**

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **Alternate Work Schedule:**

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

#### **Level of Effort:**

Support requirements for this task will be communicated using two distinctly different documents. The first will be a CMEL Operational Delivery/Development Requirements, which shall be prepared each performance period and funded by yearly appropriated operations (OPS) funds. The other will be a monthly issuance of fee-for-service projects funded incrementally by Franchise funds (X30). Each of these documents shall be subject to revision as needed.

## **Task 5 – Instructor Development**

### **Scope of the Task**

The contractor shall design and implement an ongoing development program for instructors, instructional designers and key support personnel. This program will ensure the certification, currency and FAA knowledge required to perform Task 3 and Task 4. This program will be approved by the FAA Program Manager responsible for curriculum.

### **Task Requirements**

The contractor shall design and implement an ongoing development program for instructors, instructional designers and key support personnel. The purpose of the program shall be:

- a. To provide appropriate training and growth experiences that will ensure instructor demonstrated competency in the tools and techniques necessary to continuously improve and currency of designs, develop and delivery programs for managers, executives, employees and work teams for the FAA and other public sector workforces.
- b. To make available ongoing opportunities such as academic graduate programs and alternative learning experiences for the purposes of personal and professional growth and development of contractor personnel. This program shall target new and evolving training techniques and technologies as they emerge.

The contractor shall design and implement a developmental instructor program that will result in newly hired instructors becoming certified to teach CMEL courses. This program shall include the following learning activities:

1. FAA Orientation
2. Special Techniques Training or verification of skills and credentials
3. Developmental Instructor Practicum to achieve certification in specific courses
4. Advanced content expertise equivalent to 2 CEU's every 2 years per instructor in course content in which instructor has been certified
5. Advanced content expertise equivalent to 2 CEU's every 2 years per instructional designer in the area of specialty

The intent of this requirement is to supplement the credentials of newly hired instructors. In addition to subject mastery, developmental instructors shall demonstrate the ability to facilitate learning by using appropriate instructional techniques. On an individual basis, these requirements, or any part thereof, may be waived by the Contracting Officer, or authorized FAA representative, only when equivalent training and/or work experience is considered satisfactory.

### **FAA Orientation**

The contractor shall be responsible for developing and ensuring that all instructors and key support and management personnel receive an orientation to the FAA. The orientation shall include the mission, goals, objectives, policies, and principal programs of the FAA, its place within the Government, as well as the organizational structure and culture of the agency. The intent of this requirement is to ensure:

- a. Knowledge and attitudes which will contribute to successful instructional interaction with an extremely diverse student population.
- b. Recognition that actions of all personnel at CMD must be consistent with the goals of the FAA, and
- c. Knowledge that familiarity with FAA is not only essential for successful contract performance but also for networking and developing opportunities beyond the CMEL's corporately funded programs.

### **Instructor Certification**



The contractor shall design, submit to the FAA for approval, and implement an instructor certification program that will ensure:

- a. A high level of instructional competency, and
- b. The degree of standardization and consistency required at CMEL, and
- c. Specific expertise in subject matter areas, including credentials, if appropriate.

Certification of instructors shall be completed during the transition period following award and prior to startup of the contract. Instructors deemed qualified by successful completion of the developmental instructor program, or qualified by equivalent training or work experience, must be certified competent to teach identified units of instruction by a currently certified instructor or appropriate supervisor. No less than fifty percent of the instructional staff assigned to any specific class shall be fully certified instructors. These requirements shall be waived for a reasonable time to accommodate initial instructor certification for newly developed courses. Instructors fully certified in a specific course undergoing a major revision shall be given thirty (30) days to become re-certified in the portions of the course which have been revised once the course returns to the schedule.

#### **Shadowing Assignments**

The FAA recognizes the value of exposing CMEL instructors to working environments at the field, regional, and Washington headquarters levels. The contractor is required to schedule visits by contract instructors to FAA approved work sites for up to five days per year for the purpose of shadowing FAA managers and supervisors in their work environments, provided that such visits do not conflict with instructor teaching workload. For cost effectiveness, shadowing assignments will be attached to other required travel whenever possible. The FAA shall consider shadowing assignments as part of the developmental process.

Exceptions to qualifications shall be considered for candidates possessing exceptional qualifications, previous experience as a FAA supervisor or manager, or those possessing closely related experience, who do not meet the minimum criteria will be considered for this position, provided that a written request for waiver of qualifications is submitted to the FAA and approved in advance of the candidate's selection. Each request for exception shall be considered on an individual basis.

#### **Time of Work:**

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

#### **Evening Shift Work:**

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **Alternate Work Schedule:**

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA does insist that any proposed use of AWS schedules by the contractor ensures task requirements will take precedence over work schedule preferences.

#### **Level of Effort:**

A CMEL Operational Delivery/Development Requirements shall be prepared each performance period, outlining the specific support requirements for that period, and these shall be subject to further revision as required.

## **Task 6 – Technical Support Services**

### **Scope of the Task.**

The contractor shall furnish technical support personnel required to support, repair and operate the computer network system, computer workstations, software, website, and audio/visual equipment in support of AMA-3. This task includes four subtasks, described below.

### **Task Requirements**

This task requires the following subtask:

#### **Subtask 6A Task Requirements– Webpage designer**

The contractor shall furnish personnel to design, develop, troubleshoot, debug, update, maintain and implements software code (such as HTML, CGI, and Javascript) for components of the website that supports AMA-3 CMEL. This task requires design, develop, troubleshooting, debugging, maintaining and implementation of software code (such as HTML, CGI, and Javascript) for components of the website in support of CMEL. Works with editor and word processor and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation.

CMEL has an existing website that can be found at <http://www.cmel.faa.gov/>

#### **Subtask 6B Task Requirements– Software Support**

This task will require software technical support and training for all CMEL software applications; installation of automated data processing (ADP) software, check ADP systems and correct user introduced malfunctions; configure user software to meet specific user needs, research and recommend new software applications to the FAA, structure and maintain individual computer workstations and ensure accessibility to the LAN. Currently the primary software packages used by CMEL are Microsoft Office Professional. Other software packages used are Adobe, Citrix, Corel, Micro Worlds, Ventana, Veritas, Micro 2000, Elron, Macromedia, Steinberg, Principia Prod and various publications software. Duties will include teaching and training of software used at CMEL.

This task requires automation and network support for approximately 180 desktop workstations and notebooks. Processor speeds range from Pentium III 933 MHz to 3.4 K. Microsoft operation systems and Office Professional are installed on all systems. There is a Lab with 25 workstations with special meeting management software installed (Ventana GroupSystems) and also requires the technical support of this Lab for any group sessions scheduled. The CMEL Library has workstations for staff and guest use during and after normal business hours and weekends. There are thirty-eight (38) printers and copiers all are networked. The contractor will maintain, upgrade, adapt or expand the equipment as required by the COTR. This task will require inventory and issuance of all software in the CMEL facility.

All troubleshooting, repairs, support will be documented by a work order and kept on file to ensure continuation of operations.

#### **Subtask 6C Task Requirements – Hardware Support**

This subtask will require personnel to maintain, upgrade, adapt or expand the local area network (LAN) of AMA-3 CMEL. Personnel will provide back-up to the servers, coordinate with Academy, MMAC, ARC and FAA officials regarding IT inspections and upgrades. CMEL currently has a LAN that consists of over 550 Ethernet ports located through out the facility and the backbone is a Cabletron 6000 switched system. There is a Cabletron 9000, switched system, 96 ports, 10/100 MHz, and approximately seventeen (17), 24 and 48 port hubs and the hubs are a mix of 10 MHz and 10/100 MHz capability. There are currently

five (5) servers in use. The operating systems on all servers are Microsoft NT4 or later. Personnel will provide recommendations and/or vendor quotes to the COTR for the procurement of new hardware and hardware to support the LAN.

#### **Subtask 6D Task Requirements- Bench Repairs**

This task requires the performance check, repair and maintenance of various types of administrative and training equipment. See Attachment X, "Equipment Inventory List", for a listing of equipment types that will require repair service. This list will be modified as new items are purchased and old items are excessed. The contractor shall be required to provide a qualified technician, on-site, to correct any classroom equipment problems arising during scheduled classroom activities occurring between 7:30 a.m. and 4:30 p.m., Monday through Friday. All equipment problems causing classroom interruptions shall be corrected by either on-the-spot repairs or exchange with operating spares, within 30 minutes of notification of the problem. The contractor shall be required to provide corrective actions on all equipment problems causing interruptions to an administrative activity within one hour of notification.

- (a) All repaired equipment shall meet original manufacturer or government specifications.
- (b) All repairs that exceed 20 percent of the original cost of the equipment shall be required to have prior approval from the Contracting Officer or COTR.
- (c) Contractor will supply all tools to make the necessary repairs.

Factory Repair and Warranty: The contractor shall coordinate all repair and warranty service work to be performed by the equipment manufacturer or an authorized repair shop, as determined by the COTR.

#### **Time of Work:**

Support for this task will be required during normal operating hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. Further, the majority of support for this task will be required during the day shift operation, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. Evening shift operations, from 5:00 p.m. to 12:00 a.m. are not normally scheduled unless there are network upgrades or required network shut-downs and these will be scheduled between 5:00 p.m. and 10 p.m. While activity outside the above hours is possible, none is currently anticipated.

#### **Evening Shift Work:**

Except for those periods where network shut-downs are required, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **Alternate Work Schedule:**

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

#### **Level of Effort:**

A CMEL Operational Delivery/Development Requirements shall be prepared each performance period, outlining the specific support requirements for that period, and these shall be subject to further revision as required.

## **Task 7 – Research and Evaluations**

### **Scope of the Task**

The contractor shall furnish personnel to collect evaluation data, administer need assessments, conduct interviews, benchmarking studies, provide data for ACE course reviews and for accreditation agencies, generate reports and provide assistance to the cadre of FAA staff in designing or modifying evaluation tools. Recommend leading edge techniques and instruments to support content areas.

### **Task Requirement**

This task requires the collection of evaluation data for each delivery of CMEL course and any FFS course delivery. This data will be collected primarily electronically and reports will be generated and provided to the FAA. Evaluations will determine: participant satisfaction, achievement of learning objectives, transfer of learning to the workplace, return on customer expectations, return on investment, and organizational results. Data collection tools could include questionnaires, interviews, direct observations, critical incident analysis, actual work products, achievement tests and performance measures and review of records, etc. Personnel will be required to conduct benchmarking studies and needs assessments and to provide input to the FAA staff. Systematic training evaluation processes shall be used for initiating, designing, and implementing needs assessment and evaluation, for analyzing the findings, and for reporting the results.

### **Time of Work:**

Support for this task will be required during normal office hours, generally accepted as between the hours of 7:00 a.m. and 5:00 p.m. While occasional activity outside these hours is possible, none is currently anticipated.

### **Evening Shift Work:**

No activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

### **Alternate Work Schedule:**

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

### **Level of Effort:**

Support requirements for this task will be communicated using two distinctly different documents. The first will be a CMEL Operational Delivery/Development Requirements, which shall be prepared each performance period and funded by yearly appropriated operations (OPS) funds. The other will be a monthly issuance of fee-for-service projects funded incrementally by Franchise funds (X30). Each of these documents shall be subject to revision as needed.

## **Task 8 – Library Services**

### **Scope of the Task**

The contractor shall furnish personnel to provide a full range of normal library services, including but not limited to managing the library collection and circulation, providing reference and research services, automation support, maintaining interlibrary loan services and reviewing CMEL webpage to ensure up-to-date information and FAA web page standards are met.

### **Task Requirements**

Task required for this task are:

1. Maintain library collections of books, serial publications, documents, audiovisual and other materials.
2. Manage the library's serial holdings by maintaining records of receipt and by developing a serials holdings list
3. Prepare and arrange audiovisual programs for presentation to groups and possibly lead discussions after film showings. Advise those planning audio visual programs on technical problems, such as acoustics, lighting and program content.
4. Maintain the library collection by shelving materials as they are returned, filing changes to loose leaf documents and FAA directives, making sure book ends provide support to materials, repairing worn books, and recommending disposal of obsolete materials.
5. Provide general ready reference assistance and directional information service to library users, including interlibrary loan as needed.
6. Oversee copyright compliance
7. Evaluate materials, considering their technical, informational, and aesthetic qualities and make recommendations for procurement of items, including vendors and quotes; arrange for previews of new offerings.
8. Provide materials to support FAA's model work program and special emphasis month displays.
9. Open and close CMEL library.

### **Time of Work:**

Support for this task will be required during anticipated peak student usage requirements. Hours of library operation will be between 11:00 a.m. and 8:00 p.m. on days classes are in session and between 4:00 p.m. and 8:00 p.m. on days when only meetings are being held at CMEL. Weekends that students are in resident the library would be required to be open between 8 a.m. and 12 p.m. on Saturday and between 6:00 p.m. and 8 p.m. on Sunday. The library will remain closed when no students are in resident and no support for this task will be required.

### **Evening Shift Work:**

No activity is anticipated in this task between the hours of 8:00 p.m. and 6:00 a.m.

### **Alternate Work Schedule:**

The FAA requires the contractor to establish an alternate work schedule under this task. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

### **Level of Effort:**

A CMEL Operational Delivery/Development Requirements shall be prepared each performance period, outlining the specific support requirements for that period, and these shall be subject to further revision as required.

## **Task 9 – Logistic Services**

### **Scope of the Task**

The contractor shall furnish personnel to assist in the procurement of training supplies and materials necessary for the operation of CMEL, monitor and maintain established inventory levels of supplies, materials and property management, shipping and receiving of materials, distribution and stocking of training materials and document reproduction. This task has four subtasks as described below:

### **Task Requirements**

This task requires the following subtask:

#### **Subtask 9A Task Requirements – Procurement**

This task requires personnel to research best-value for required materials and supplies, acquire pricing quotes and create purchase requisitions using the FAA procurement system. A database of qualified suppliers based on FAA procurement regulations and a tracking system of each procurement request generated will be maintained. A monthly report of all procured items, vendor and cost will be provided to the FAA. Personnel will be required to create bulk print request for classroom books and other bulk printing request.

#### **Subtask 9B Task Requirements– Property Management**

This task requires personnel to monitor and maintain established inventory levels of required supplies and materials. Personnel will be required to maintain the FAA property management system and be required to prepare on a quarterly basis an inventory report of in-use Government property including furniture. All acquisitions, losses, damages and disposals shall be documented by the contractor in accordance with FAA orders. The contractor shall be required to inventory all Government-owned property on an annual basis scheduled by the COTR. The contractor shall maintain all property records in the prescribed FAA inventory tracking system, currently Automated Inventory Tracking System (AITS).

#### **Subtask 9C Task Requirements– Materials Handling**

This task requires personnel to ship, receive, distribute and stock training materials, supplies, mail and correspondence required in the operation of CMEL. This will require the loading and unloading of materials and supplies, collection of required receiving reports with an estimated 4,000 items per month (John/Shep can you verify?). Supplies and materials required for field delivery of course will be coordinated with instructors and sent to prescribe destination(s). This task requires personnel to reproduce; on-site, low volumes of documents which require quick turnaround to support CMEL training, conferences, and briefings.

#### **Subtask 9D - ????**

The contractor shall furnish DO WE WANT A COPIER SUPPLIED BY VENDOR??? Would this be a subtask?).

### **Time of Work:**

Support for this task will be required during normal course conduct hours, generally accepted as between the hours of 7:00 a.m. and 12:00 a.m. Further, the majority of support for this task will be required during the day shift operation, generally accepted as between the hours of 7:00 a.m. and 3:30 p.m. In general, classes are scheduled to accommodate all students in day shift activities if possible. Evening shift operations, from 3:30 p.m. to 12:00 a.m. are not normally scheduled unless there are more students on board than can be trained using an exclusive day shift operation, and should constitute less than 10 percent of the total support under this task. While activity outside the above hours is possible, none is currently anticipated.

**Evening Shift Work:**

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

**Alternate Work Schedule:**

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

**Level of Effort:**

Support requirements for this task will be communicated using two distinctly different documents. The first will be a CMEL Operational Delivery/Development Requirements, which shall be prepared each performance period and funded by yearly appropriated operations (OPS) funds. The other will be a monthly issuance of fee-for-service projects funded incrementally by Franchise funds (X30). Each of these documents shall be subject to revision as needed.

## **Task 10 – Travel Services**

### **Scope of the Task**

Travel in support of RICK NOT SURE WE NEED A TASK FOR THIS?

### **Task Requirements**

This task requires the following subtask:

Subtask 10A Task Requirements –

Subtask 10B Task Requirements–

### **Time of Work:**

#### **Evening Shift Work:**

Except for those periods where class schedules necessitate such activity, no activity is anticipated in this task between the hours of 6:00 p.m. and 6:00 a.m.

#### **Alternate Work Schedule:**

The FAA does not establish any requirement for the contractor to utilize any type of alternate work schedule under this task. Should such utilization be proposed, however, the contractor will be expected to demonstrate the benefit to be realized by the FAA and how potential risks associated with such utilization are to be minimized. Further, the FAA requires that any proposed use of AWS by the contractor ensures task requirements will take precedence over work schedule preferences.

#### **Level of Effort:**

Support requirements for this task will be communicated using two distinctly different documents. The first will be a CMEL Operational Delivery/Development Requirements, which shall be prepared each performance period and funded by yearly appropriated operations (OPS) funds. The other will be a monthly issuance of fee-for-service projects funded incrementally by Franchise funds (X30). Each of these documents shall be subject to revision as needed.



# Appendix A

## Contract Terms/Acronyms

for use in connection with the solicitation for an  
Air Traffic Instructional Support Service Contract

**DTFA-AC-06-R-02043**

APPENDIX A  
5-5-2006

Prepared by AMA-500 Staff

## Table of Content

Section 1: Terms and Expressions .....	1
Section 2: Acronyms.....	7

## SECTION 1

### Terms and Expressions

**The following terms and expressions, as used within the Statement of Work, other related contract documents, or in the course of normal operations, shall have the meaning set forth below.**

Acceptable Quality Level (AQL): A standard, established by the FAA, below which work is considered unsatisfactory.

Air Traffic Control Specialist (ATCS): A person involved in and directly responsible for the safe, orderly, and expeditious movement of aircraft both in the air and on the ground, utilizing radar and/or non-radar procedures for separation. Air traffic control specialists also perform safety and advisory functions relating to aircraft operations.

Alternate Work Schedule (AWS): Any work schedule other than five eight-hour work days, with work normally scheduled from Monday through Friday, and with work commencing at the same time each work day.

Air Traffic Control Facility, Civilian: Any facility providing air traffic control and/or air traffic advisory services, regardless of option (En Route, Terminal, Flight Service), which is operated, either jointly or independently, by the Federal Aviation Administration.

Assistant Lead Instructor: An instructor assigned to a class of students, who in addition to conducting classroom instruction and recap sessions for the assigned class, assists the designated class manager and/or lead instructor with student counseling, laboratory scheduling, and distribution of training materials.

Authoring Language: A high-level computer language, which includes tools for creating instructional or presentation software and commands specifically designed to simplify the creation process. The language will provide integration of such features as tutorial, branching, and judging capabilities to produce complex computer-based training courseware. The language may also provide for the integration of other features including, but not limited to, graphics, animation, simulation, video, audio, and data collection.

Certification: A qualifications test given to ensure subject mastery and compliance with FAA policies, orders, practices, and procedures. Certification is required before instructors are allowed to perform instructional duties.

Certified Instructor: An instructor who has successfully completed all instructor training requirements for a specific position, demonstrating mastery of the knowledge, skills, instructional techniques, and abilities required.

Certified Professional Controller (CPC): Beginning October 1, 1998, this term is used to refer to an air traffic control specialist in either the Terminal or En Route option who is certified on all positions of operations within an area of specialization or facility to which assigned.

Class: A group of students enrolled in the same course and scheduled to report at a particular time to a particular instructor at a particular place.

Compatible: Applicable in discussions of computer equipment and/or computer networking. Allows for direct electronic transfer of data on computer equipment. Compatible equipment shall run identical software packages with no loss of performance capability.

Computer Based Instruction (CBI): The FAA's current program for providing technical training to air traffic control specialists in all options and areas of specialization utilizing computer based instruction.

Computer Based Training (CBT): The industry standard reference for training provided via computer using interactivity, simulation, graphic and textural information, 2D and 3D animations, and scoring capabilities

Contract Support Position Descriptions (CSPD): A document, included as an appendix to the statement of work maintained by the COR following contract award. The CSPD document describes the general duties of each labor category, the minimum education and experience required for consideration for a position in the labor category under this contract, and a description of any FAA certification required for those positions.

Contract Task Descriptions (CTD): A document included as an appendix to the Statement of Work maintained by the COR following contract award. The CTD will serve as the definitive source for information about currently active tasks during the life of the contract.

Contracting Officer (CO): An agent of the U.S. Government responsible for Government contracting activity, specifically as it relates to any contract awarded to accomplish the work outlined in this document.

Contracting Officer's Representative (COR): An agent of the U.S. Government who provides assistance to the Contracting Officer in administering the contract.

Contractor-Acquired Property: Property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

Counseling: Conversational interaction between two persons for the purpose of academic guidance, problem solving, and/or referral.

Course: Organized subject matter in which instruction is offered within a given time frame and for which credit is given for successful completion.

Course Manager: An instructor assigned the administrative duties associated with the management of a course, in addition to his/her instructional duties. Administrative duties will normally include, but need not be limited to, such things as serving as a contact point for outside sources; maintaining course archives, course documentation, and course evaluation data; and generally overseeing course conduct.

Course Materials: Materials used by instructors and/or students to revise/update/develop or conduct a class.

Developer: An instructor whose primary responsibility is developing instructional courseware.

Developmental: (See Specialist in Training.)

Facilities and Equipment (F&E): One component of the Government's budget, used in support of specific projects, and which must only be used to support the specific project identified. Funds from an F&E account cannot be used to support any activities other than those which are directly related to the identified project, and which are in accordance with all applicable guidelines and/or restrictions.

Federal Aviation Administration (FAA): A component agency of the U.S. Department of Transportation.'

Fiscal Year (FY): The U.S. Government's fiscal year, beginning on the first day in October, and ending on the last day of the subsequent September.

Full Performance Level (FPL): Prior to October 1, 1998, this term refers to an air traffic control specialist, in any ATC option, who is certified on all positions of operations within an area of specialization or facility to which assigned. Beginning October 1, 1998, the term is only used in reference to ATC Specialists in the Flight Service option.

Full Time Equivalent (FTE): The number of productive hours represented by one full-time employee over a period of one fiscal (or calendar) year. FTE figures included in this document shall be based on the standard number of productive hours established by the Office of Personnel Management (OPM), or 1,744 hours.

Government Property: All property owned by or leased to the Government or acquired by the Government under the terms of this contract. It includes, but is not limited to, any Government-furnished property or contractor-acquired property identified in the contract.

Government-Furnished Property (GFP): Property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

Information Charting: A methodology, developed by AMA-500, of analyzing, organizing, and presenting information; used in the development of training materials.

Instruct: To provide situations, conditions, or activities which are designed to facilitate the learning of knowledge's, skills, and abilities required to perform a specified job task.

Instructional Objective: A specification of performance, which is part of a training outcome. It specifies precisely the behavior to be expected, the conditions under which behavior will be accomplished, and the minimum acceptable level of performance.

Instructional Program Guide (IPG): A publication that provides guidance in administering the National Air Traffic Training Program for a specific air traffic option. It outlines mandatory training objectives and evaluation criteria for measuring the objectives. The IPG assures a standardized training program from entry on duty to FPL, and derives its authority from FAA Order 3120.4, Air Traffic Training.

Instructional Systems Design (ISD): Development, revision, and presentation of knowledge which emphasizes an assurance that the student will be able to use the acquired knowledge, skills, and abilities gained in training to perform specific job tasks.

Instructional Systems Specialist (ISS): A person knowledgeable and skilled in the development of instructional systems utilizing the ISD process.

Instructor: An individual whose primary responsibility is to teach and/or evaluate learning in a formal environment. Under this contract, certain instructors may be utilized as developers.

International Training Service Center (ITSC) (AMA-800): One of the FAA's initial franchise organizations providing various training courses to international participants.

Laboratory: A learning environment that simulates the actual job environment.

Laboratory Problem: An educational medium used to instruct or evaluate a student's ability to perform specific job tasks.

Lead Instructor: An instructor assigned to a class of students, who in addition to conducting classroom instruction and recap sessions for the assigned class, is responsible for conducting student counseling, laboratory scheduling, and the distribution of training material to the class.

Lesson: A period of instruction devoted to a specific topic, skill, or concept.

National Airspace System (NAS): The persons, organizations, facilities, and equipment related to the safe and efficient utilization and management of the navigable airspace.

Pseudo-Pilot: A training support position utilized in certain medium- and high-fidelity simulation training laboratories and classrooms. These support personnel utilize computer entries and voice responses to students' instructions to create a realistic simulation training environment.

Quality Assurance: Actions taken by the FAA to ensure contractor compliance with the provisions of this performance work statement, to ensure the compliance of both FAA and contract personnel to applicable orders, policies, and regulations, and to ensure the overall effectiveness of air traffic instruction conducted at the FAA Academy.

Quality Control: Actions taken by the contractor to ensure compliance with the provisions of this performance work statement.

Recertification: An action taken as a result of remedial training when instructors are found to be in non-compliance with FAA policies, orders, practices, and procedures.

Specialist in Training (SIT): An air traffic control specialist, in any option, who is engaged in air traffic training courses and has not achieved full-performance level in the option.

Statement of Work (SOW): A document, which describes the essential and technical requirements for items, materials, tasks, or services including the standards used to determine whether the requirements have been met.

Student: A person formally engaged in learning at the FAA Academy.

Subtask: Specific activities within a task, defined to provide for organization of contract personnel into units with specialized qualifications and/or functions within the more general functional requirements of the task.

Task: A general grouping of contract support activities, defined to provide for the organization of contract personnel along lines, which correspond to the FAA's general organizational and/or functional needs.

Task Description Sheet (TDS): A document, prepared by the Contracting Officer's Representative (COR) in consultation with program office (AMA-500) management, used to communicate the support requirements of this contract for a particular task for a particular performance period to the contractor, subject to revision in response to changing support requirements. This document will also be used to establish the FAA's initial position in negotiation issues, such as management staffing levels, labor mix, etc.

Training Materials: Course materials, equipment, and supplies used in the conduct, practice, and evaluation of training.

Training Outcome: The total combination of skills and knowledge's that the student must acquire to perform a job assignment, usually derived by converting a task into measurable performance objectives.

Up/Down Facility: An air traffic control facility in the terminal option consisting of both a tower cab operation and a radar approach control operation.

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## SECTION 2

### Acronyms

The following acronyms, as used within the Statement of Work, other related contract documents, or in the course of normal operations, shall have the meaning set forth below.

ACRONYM:    MEANING:

AAA	Airport/Airspace Analysis
ABC	Activity Based Costing
ACD	Automatic Call Distribution System
ACE	ASOS Controller Equipment
AFSS	Automated Flight Service Station
AIDCS	Air Traffic Services Interfacility Data Communications System
AIP	Airport Improvement Program
AIT	Advanced Instructional Testing, Course 10XXX
AMA	FAA Academy, Mike Monroney Aeronautical Center
AMQ	Office of Acquisition, Mike Monroney Aeronautical Center
AOS	Operational Support
ARB	Airmen Records Building, Mike Monroney Aeronautical Center
ARTCC	Air Route Traffic Control Center
ARTS	Automated Radar Tracking System
ASOS	Airport Surface Observing System
ASDE	Airport Surface Detection Equipment
ADTS	Activity Data Tracking System
ASR	Airport Surveillance Radar
ATC	Air Traffic Control
ATCS	Air Traffic Control Specialist
ATCT	Airport Traffic Control Tower

ACRONYM:    MEANING:

AT-SAT	Air Traffic Selection and Training
ATTE	ATC Teamwork Enhancement
AUS	Automation Specialist
AWS	Alternate Work Schedule
BIT	Academy Instructor Training (Basic), Course 10520
CAD	Computer Aided Design
CAMI	Civil Aerospace Medical Institute, Mike Monroney Aeronautical Center
CBI	Computer Based Instruction
CBT	Computer Based Training
CD	Curriculum Development, Course 10XXX
CDG	Course Design Guide
CIC	Controller in Charge
CO	Contracting Officer
COR	Contracting Officer's Representative
CPC	Certified Professional Controller
CSPD	Contract Support Position Descriptions document
CTD	Contract Task Descriptions document
DBRITE	Digital Bright Radar Indicator Equipment
DF	Direction Finder
DOT	United States Department of Transportation
DSS	Data Systems Specialist
EA	MMAC Employees Association
EASL	Existing Automation Service Level
EEO	Equal Employment Opportunity

ACRONYM:    MEANING:

EPDS	Evaluation Proficiency Development Specialist
EPF	Employee Personnel File
ESL	Emergency Service Level
ETMC	Enhanced Traffic Management Coordinator
ETVS	Enhance Terminal Voice Switch
F&E	Facilities and Equipment
FAA	Federal Aviation Administration
FAATP	Federal Aviation Administration Travel Policy
FAR	Federal Aviation Regulations (PRIMARY REFERENCE)
FAR	Federal Acquisition Regulations (ALTERNATE REFERENCE)
FPL	Full Performance Level
FSAS	Flight Service Automation System
FSDPS	Flight Service Data Processing System
FSS	Flight Service Station
FTE	Full Time Equivalent
FTLO	Facility Technical Liaison Officer
FY	Fiscal Year
GFP	Government Furnished Property
GOES	Geostationary Operational Environmental Satellite
GPS	Global Positioning System
GSA	General Services Administration
ICAO	International Civil Aviation Organization
ICSS	Integrated Communication Switching System
IIDS	Interactive Instructional Delivery System
IO	Instructor Orientation

ACRONYM:    MEANING:

IPG	Instructional Program Guide
ISD	Instructional Systems Design
IT	Instructional Testing, Course 10XXX
ITSC	International Training Service Center
LAWRS	Limited Aviation Weather Reporting Stations
M1FC	Model 1 Full-Capacity (AFSS)
METAR	Aeronautical Meteorological Code
MIS	Management Information System
MMAC	Mike Monroney Aeronautical Center
MPB	Multi-Purpose Building, Mike Monroney Aeronautical Center
MSS	Managers, Supervisors, and Staff
NACI	National Agency Check with Inquiries
NAPRS	National Airspace Performance Reporting System
NAS	National Airspace System
NEXRAD	Next Generation Radar
NOTAM	Notices to Airmen
NTSB	National Transportation Safety Board
OASIS	Operational and Supportability Implementation System
OATS	Office Automation Technology and Services
ODL	Oceanic Data Link
OE	Obstruction Evaluation
OJT	On-the-Job Training
OPF	Official Personnel File
OPM	Office of Personnel Management

ACRONYM:    MEANING:

OPS	Operations
PC	Personal Computer
PIREP	Pilot Reports
PRM	Precision Runway Monitor
PWS	Performance Work Statement
RAIM	Receiver Autonomous Integrity Monitor
RDO	Regular Day Off
RDVS	Rapid Deployment Voice Switch
RIF	Reduction in Force
RTF	Radar Training Facility, Mike Monroney Aeronautical Center
SAAS	Stand Alone Assembly System
SCT	System Configuration Terminal
SIT	Specialist in Training
STARS	Standard Terminal Arts Replacement System
TAF	Terminal Area Forecast
TAL	Transaction Application Language
TCAS	Traffic Alert and Collision Avoidance System
TDP	Training Development Plan
TDS	Task Description Sheet
TDWR	Terminal Doppler Weather Radar
TED	Touch Entry Device
TMC	Traffic Management Coordinator
TMS	Traffic Management System
TMU	Traffic Management Unit

ACRONYM:    MEANING:

TPR            Technical Performance Review

TPSB          Thomas P. Stafford Building, Mike Monroney Aeronautical Center

TRACON       Terminal Radar Approach Control

TSS           Tower Simulation System

VDF           VHF Directional Finder

VRS           Voice Retrieval and Store System

VSCS          Voice Switching and Control System

VTABS        VSCS Training and Backup System

WINGS        Weather Information and Navigational Graphics System

WIND          Weather Information Network Display